

**The City of Kirkland Parks & Community Services  
Request for Proposal (RFP)**

**Kirkland Tour Dock RFP 2010**

**I. PURPOSE OF REQUEST**

The City of Kirkland Parks & Community Services (KPCS) is accepting proposals from Commercial Tour Boat Companies interested in utilizing dock space at the Kirkland Marina for commercial tourism use. Each proposal must clearly identify the intended use and the amount of space needed for operations.

**II. RFP SELECTION PROCESS SCHEDULE**

The Department's proposed schedule for review of the RFP submittals and final selection of the Contractor is as follows:

January 11	- RFP Packages available
January 22	- RFP Submittal Deadline: 4:30 PM
January 25 - 27	- Evaluation Period
February 1 -5	- Oral interviews – If needed; optional by Department
February 11	- Award contracts

**RFP SUBMITAL DEADLINE**

Mailed or emailed RFP Submittals must be received in the office of the Purchasing Agent no later than 4:30 PM January 22, 2010. Sealed proposals submitted by mail should be addressed to:

City of Kirkland  
Attn: Barry Scott – Tour Dock RFP  
123 5<sup>th</sup> Ave  
Kirkland, WA 98033

Emailed proposals should include "Tour Dock RFP" in the subject line and be addressed to:

[bscott@ci.kirkland.wa.us](mailto:bscott@ci.kirkland.wa.us)

### **III. RFP REQUIREMENTS**

Please note the following general requirements are mandatory to all proposals. Proposals submitted after the deadline date or lacking one or more of the following requirements will not be accepted.

- All proposals sent electronically must be sent in PDF format or as Microsoft Word documents.
- All RFP forms provided by the Department must be completed and signed by the applicant and submitted to the Department. To be evaluated, a proposal must completely answer each question in the questionnaire.
- All proposals must include the legal name of organization, firm or individual(s) submitting the RFP. Proposal must include the address of principle place of business, phone numbers and the primary contact person. The proposal must be signed by an official who is legally authorized to bind the organization including his or her signature on the Financial Page.
- The applicant must provide all references and materials required by the RFP instructions.
- If clarification is required, submit questions by e-mail to Mike Metteer, Business Services Programs Manager at [mmetteer@ci.kirkland.wa.us](mailto:mmetteer@ci.kirkland.wa.us) prior to the due date. Please allow at least one business day for responses. Questions submitted after the due date will not be answered.
- For applications not submitted electronically, three signed and completed RFP Submittals shall be mailed or delivered to the address provided before the due date and time. Incomplete proposals, proposals not on the forms provided by the Department and proposals that arrive after the due date and time will not be accepted.
- If mailed, clearly mark the exterior of the RFP package – **"2010 Kirkland Tour Dock RFP"**.
- All proposals become public records upon submittal the City of Kirkland.

#### **IV. SITE INFORMATION:**

Kirkland Tour Dock; located in Marina Park, 25 Lake Shore Plaza

The north side of the Marina Park Tour Dock is not open for bids, (*where the MV Kirkland currently moors*); the south side will be available for a proposed use.

Power and water are available.

All applicants are encouraged to visit the site prior to submitting a proposal.

Point of sale ticket booth is not provided. It will be the responsibility of the bidder to provide, obtain all necessary permits and, after the approval of design and location by KPCS, install the point of sale ticket booth at the sole expense of the bidder.

#### **V: REQUIREMENTS FROM CONTRACTOR**

If your proposal is accepted, the following will be due upon issuance of your use permit:

City of Kirkland Business License: Please be advised that you must present a current copy of a valid City of Kirkland Business license prior to being awarded an agreement.

Insurance: Contractor shall obtain and maintain for the duration of this agreement, policies of comprehensive general liability with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate with an insurer having no less than a Best's rating of A VII and authorized to do business in the State of Washington. A \$2,000,000 products/completed operations aggregate is required for contractors that prepare food. The insurance policy shall be written on an occurrence basis. The City shall be named as an additional insured and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance. Certificate of Insurance shall be filed with the City prior to the City executing the contract.

Compliance with law/business license: The Contractor shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes. Contractor must obtain City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02

## **VI. PROPOSAL EVALUATION AND SELECTION**

### **PROCESS**

A panel will review the qualified Bids and qualifications as submitted in this RFP process. The panel will score the RFP submittals, determine the highest qualified applicants, conduct interviews as necessary, and make a final recommendation to the Parks and Community Services Deputy Director regarding the award.

### **PROPOSALS**

Proposals should be prepared providing straightforward, concise descriptions of the applicants' capabilities to satisfy the requirements of the request. All proposals submitted electronically must be in either a PDF or Word document. All proposals will be evaluated based on point values where indicated below.

Applicants must designate and establish one vessel to moor at an agreed upon space of the Marina Park Tour Dock. The applicant will not moor another vessel in the same dock space designated for any amount of time unless that vessel is a for short term replacement being used to provide tours in place of the designated vessel. The applicant may elect to re-designate a different vessel to moor at the Marina dock during the month of January each year. Please provide the name of the vessel to be designated and the details of the boat (size, make of vessel, any historical significance, etc.).

Tenant improvement; list any and all desired improvements in the RFP; include items such as storage lockers, seating, power, water, security, point of sale booth, etc. It is to be understood that any modifications or improvements desired by the Bidder shall be installed at the sole expense of the Bidder and requires advance written approval from the Kirkland Parks and Community Services Department. All improvements shall become the property of the City of Kirkland upon completion of installation, provided that the contractor shall be entitled to utilize the modifications and improvements in accordance with this Agreement while this Agreement is in effect. Any improvements that are deemed a liability for the City upon completion of a contract will be required to be removed at the term of the contract.

KPCS will evaluate and consider all proposals submitted.

## EVALUATION

- Tourism: Kirkland has become a destination place for both locals and tourists from afar to visit for a day, a week, or more; the waterfront beckons, the parks provide a cool oasis, and the charming pedestrian friendly downtown calls out to be explored. Please provide information what services you plan to offer and how your business aligns with promoting tourism.

**[20 points]**

- Community: It is understood that any tour boat company operating out of the Marina is a for-profit business. But, like any business in Kirkland, they are part of the community. Please list any and all community contributions and/or partnerships that your company has been able to offer service groups, associations, agencies or likewise.

**[20 points]**

- Accident and safety procedures. Given the situation and potential hazards on the water, it's highly possible that docking accidents may happen. Please provide your accident and safety procedures. In the event of an accident, please describe how damages caused by your vessel to the dock will be handled.

- Although the Marina Park tour dock is a public dock the primary user of the tour dock will be responsible for routine maintenance and repairs of the tour dock. The tour dock must remain accessible at all times to the public and other vessels that utilize unassigned available space.

**[20 points]**

- Business experience: how long has this organization been in business; descriptions of businesses, numbers of employees. Please list at least three (3) references to support, document or verify your performance in providing vessel services and/or operating a business. Include name, business name, address, phone number, fax number and nature of your relationship.

- Client references. Provide information about similar clients for whom you currently provide tour boat services.

- Business or financial references. Please provide three financial or business references. These could include financial institutions, suppliers, insurance companies, clients, etc. Please do not use the same references for both Client References and Business References.

**[20 points]**

- Compensation: The City of Kirkland views the tour dock as a partnership; the compensation the city receives from the tour boat company is important but it is only a part of the whole package. Please detail the monthly moorage schedule to be paid to the City; this shall be a minimum of \$15.75 per foot of vessel or dock space desired, whichever is greater.
  - Please present detailed information on the firm's proposed fee schedule for specifications proposed and any variation for non-routine services, inclusive of Washington State sales tax and any other applicable governmental charges.
  - Please provide a statement outlining how contractor will document and report revenues and expenditures.

**[20 points]**

## **SELECTION**

Upon completion of interviews the successful bidders will be required to sign contracts, submit business licenses and insurance requirements.

Contract will be awarded for a three year term.

The successful bidder will be expected to abide by all City of Kirkland Ordinances, Park rules, business license requirements, Public Health food service requirements and Washington State Liquor Control Board requirements.

The successful bidder understands and agrees that KPCS will only grant space by the contract, and not lease. Contract(s) will only confer permission to occupy and use the premises for described purposes. A successful bidder's expenditure of capital and /or labor in the course of use and occupancy will not confer any interest or estate in the premises by virtue of said use, occupancy and / or expenditure of money thereon. KPCS will only grant successful bidders ("Contractors") an individual, revocable and non-transferable privilege of use in the premises for the concession granted.